

APPENDIX 4 to Contract Regulations

SINGLE TENDER ACTION/PROPRIETARY ITEM FORM

NB: Please ensure you complete this form in its entirety

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SINGLE TENDER ACTION/PROPRIETARY ITEM JUSTIFICATION

CONTRACT TITLE:	Strategic Consultancy Project
CONTRACT REF:	
CONTRACT START DATE:	18 th November
CONTRACT END DATE:	6 week timeline for specific piece of work – may be some follow up beyond this point
VALUE:	c.£42k
Contract Authorised Officer	Owen Mapley or Scott Crudgington
Contracting Officer	Steven Pilsworth
Contract Manager	Steven Pilsworth

In accordance with C7 of Contract Regulations, we certify that the above contract should be placed with PWC as a single tenderer or proprietary item and we confirm that the requirements under C7 are in place.

Justification:

(Description of why a single tender action is required, e.g. proprietary item should be purchased) see C7 in Contract Regulations)

An urgent need has arisen for consultancy advice on a structural reform feasibility study. The project is a task and finish, limited consultancy project. The supplier has experience of delivering precisely the same services to other authorities and is uniquely placed to offer these services in the required short timeframe, therefore a contract will be awarded under sections C7.3 (proprietary) and C7.7 (urgent need) of HCC contract regulations.

Whilst it would be possible to issue a directly awarded call off contract from Crown Commercial Services Management Consultancy 2 Framework to this supplier, the rules of the framework require this to be at the maximum day rates shown on the framework, and given the exemptions to contract regulations that apply, a single tender award provides a better value for money approach, including a discounted fee from £50k to £42k.

Specification:

See PWC letter of engagement for details

Contract Issue:

(Implications on service delivery)
No immediate service implications

Negotiation:

Price for the project has been agreed through direct negotiation with the supplier is £42k, discounted from the regular price of £50k

Provisions for Adjustment in Price:

To be mutually agreed with supplier if necessary.

Further Action to be Taken:

(e.g. in the case of a short term award of contract to allow a proper procurement process to be undertaken)

Not applicable.

Signed:**Contract Authorised Officer:**

Name: Owen Mapley / Scott Crudgington

Department: Resources

Date: 14/11/2019

Contracting Officer:

Name : Steven Pilsworth

Department: Resources

Date: 14/11/2019

Copy to be sent to Head of Procurement for consultation, to allow discussion and recommendation
strategic.procurement@hertfordshire.gov.uk

Once signed:

Copy to be filed with Contract

Copy to strategic.procurement@hertfordshire.gov.uk

Any Proprietary Product needs to undergo a review to ensure the product remains Proprietary. Consideration should be given to the use of a mainstream alternative Product and outcomes should be specified rather than specific solutions and/or systems. The definition of the Product must not be constructed to exclude the use of a mainstream product. In such case a Single Tender Action/Proprietary Item form must be completed

This form can be found on the Intranet

[Appendix 4 to Contract Regulations Single Tender Action Proprietary Item](#)